



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 2, 2004

TO: Agency Budget Officers

FROM: Candace Espeseth, Assistant Director
Budget Division

SUBJECT: ACTIVITY INVENTORY RECAST – DUE APRIL 8

Now that the Governor has signed the 2004 supplemental appropriations bills, it is time to update the Agency Activity Inventory to reflect the revised budget for the 2003-05 Biennium. As indicated in the March 15 email from Lynne McGuire and the initial draft of Part II 2005-07 Budget Instructions, we are requesting the activity information at an earlier date than past years because the updated activity information will serve as the current biennium budget base information for OFM budgeting systems. The BASS Budget Development System cannot be made available for agency use until this activity information is loaded into the systems. **We are therefore asking that Activity Inventory updates be returned to OFM by April 8.**

We know that the short timeframe will mean that some agencies will only be able to provide a fair estimate of how the supplemental budget changes affect their activities. This is okay. As agencies develop their 2005-07 budget, they can make any necessary adjustments to these first estimates when maintenance level is recast to activities. Because agencies completed a thorough update to the activity inventory last fall, **we do not expect agencies to make changes to the descriptive narrative for the activities.** This update focuses on dollar and FTE changes created by 2004 supplemental budget changes.

We hope to make the activity update process a bit easier this time by confining the activity recast to the incremental change in the supplemental budget. To assist you, we have provided an Excel spreadsheet template to link the incremental change to the correct activities.

Please submit the recast to Debbie Hoxit at Debbie.Hoxit@ofm.wa.gov on or before **April 8**. If you have any questions please contact Debbie Hoxit at 902-0582. ***Thank you in advance for your prompt response.***

How to Use the Agency Supplemental Recast Template:

The recast template includes several shaded areas. These areas are locked and contain control number information.

The first gray-shaded area displays your agency's original 2003-05 enacted budget by activity, fiscal year and fund; these data came from the recast exercise due last fall. The last line in this shaded area shows the 2004 Supplemental Budget totals for the agency by fiscal year and fund. To assist you in spreading the supplemental budget changes to activities, the "Incremental Change of Supplemental Budget" calculation is provided in a gray-shaded line in the lower part of the template. This total is the difference between the original 2003-05 budget with allocations and the 2004 supplemental budget with allocations.

The second, unshaded section of the template lists all of your agency's activities. In this section, you will recast the incremental change in the enacted 2004 Supplemental Budget, by keying in the appropriate amounts by activity, fund and fiscal year.

The yellow-shaded "Difference remaining to spread to Activities" line will display the amounts by fiscal year and fund that still need to be spread to activities. A positive number indicates that more needs to be allocated to activities, and a negative number indicates that amounts need to be removed from the activities. When this line displays all zeros, the allocation is complete.